

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Use of County of San Diego General Management System for
Administration of County Operations

**Policy
Number**

A-136

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Purpose

To establish that the County of San Diego General Management System (GMS) is the formal guide for the administration of County departments, programs and services, and to ensure that all County departments and offices operate in compliance with the GMS.

Background

The County of San Diego exists to serve the residents of San Diego County and is committed to providing the best possible services to County residents, as efficiently and effectively as possible. To ensure that the organization achieves this goal, the County engages in a continuous cycle of planning, implementation, monitoring and evaluation to ensure that priorities are maintained and goals are achieved.

On April 21, 1998, the Board of Supervisors adopted the County of San Diego General Management System (GMS) as the formal guide for implementation of these activities and the administration of all County operations. The GMS is the basic blueprint or instruction manual for County operations. It guides planning, implementing and monitoring of all County functions and processes that affect delivery of services to San Diego County residents, businesses and visitors.

The GMS process requires the organization to annually undertake long-range, five-year **Strategic Planning**, after a comprehensive review of community and organizational needs and issues. This is followed by short-term, two-year **Operational Planning**, in which the organization's revenues are budgeted to accomplish the strategic goals set forth in the Strategic Plan. **Monitoring and Control** take place throughout the year in the form of various regularly-scheduled activities that ensure plans are followed, risks are identified, goals are tracked and results are reported. **Functional Threading** maximizes efficient use of personnel and material resources by coordinating resources, staff and linking the functions they perform. **Motivation, Rewards and Recognition** encourages continuing progress by rewarding those employees who meet and exceed goals. Functional Threading and Motivation, Rewards and Recognition activities take place throughout the fiscal year.

Policy

Accordingly, it is the policy of the Board of Supervisors that:

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All County departments and offices will operate in a manner consistent with the General Management System and will communicate the importance of the GMS to their employees.

All departments will actively support and participate in the development and implementation of Strategic Planning, Operational Planning, Monitoring & Control, Functional Threading and Employee Recognition/Reward activities at both the department and enterprise level.

Additionally, when filling executive or management positions within the organization, a candidate's familiarity and/or experience with the General Management System will be considered in the selection process.

Sunset Date

This policy will be reviewed for continuance by 12-31-15

Previous Board Action

4-21-98 (31)

9-25-07 (18)

12-09-08 (33)

CAO Reference

Chief Administrative Office